



Embassy of the United States of America
Tashkent, Uzbekistan

Democracy Outreach / Alumni Grants Application Form

1. Grant Applicant

Name:

Address (Please include postal code):

Telephone (Please include area code):

E-mail:

2. Background of Applicant

Information About the Applicant:

In this paragraph, please describe your academic and professional backgrounds as well as any significant achievements.

U.S. Government Exchange Program:

Please provide the program name, field of study, U.S. host institution and the year.

Grants Received:

Please provide information, including the amount, about all U.S. Government or other donor funding that you have received for any project. This also includes projects unrelated to the one for which you are seeking a Democracy Outreach/Alumni Grant.

3. Project Description

Problem Statement:

Please define the problem that is the subject of your grant application. Include research findings, facts and statistics as necessary.

Goal Statement:

Please describe the purpose of the project. Include information about your work plan, that is, how you will achieve your goal. If your request is for a travel grant to participate in a conference, please provide the following: name of the conference, place where it will be held, dates of the event, and the title of your presentation. An invitation addressed to you by conference organizers and a copy of your presentation should be attached to this form.

Project Justification:

To the extent not covered in your responses to the above questions, please answer the following questions: What is the importance of the project? Why should it be funded? What difference will it make to your region or to Uzbekistan? Who will be affected by this project? What are the expected long-term effects of the project?

Project Dates:

Please state the length of the project. Democracy Outreach/Alumni Grants are given for up to twelve months. Even if approved, funds may not be available for as long as two or three months from the time the application is submitted. (For example, if the applicant submits the proposal in September, but states that the project must begin in September, the Embassy may reject the proposal as being unrealistic on this basis.)

4. Budget Breakdown (In U.S. dollars):

If the proposal seeks funds to purchase a service or equipment, the application should include pro-forma estimates from three the service or equipment vendors. The use of "miscellaneous expenses" as a budget item is unacceptable. Cocktail parties, receptions, and entertainment are not allowable expenses. Coffee breaks for conferences and seminars must be justified and not more than one per day is allowable. Although generally not allowed, requests for salaries or honoraria must be justified in the context of the project's goals. The salary should be calculated on the total number of hours worked for the duration of the project. The salary level should be reasonable and no higher than other local salaries. Grantees are responsible for paying all taxes on salaries and honoraria. The Democracy Outreach/Alumni Program does not fund social taxes separately. Organizations and individuals will be responsible for paying those taxes on their own from any salaries provided in the grant.

All project expenses must be calculated in U.S. dollars. All project expenses should be calculated in advance and must be realistic. Democracy Outreach/Alumni Program will not authorize any funds if there is any question about the budget.

[illegible]

APPLICATION CHECKLIST

Please do not submit your application until you have answered all of the following questions.

- ☐ I have answered all of the questions on the form.
- ☐ I am attaching my CV or resume to this application form.
- ☐ I have attached a copy of the invitation that was sent to me by conference organizers (for travel grants).
- ☐ I have attached a copy of my presentation (for travel grants).
- ☐ I have attached a scanned copy of my passport including the page with OVIR exit permission (for travel grants).

Name (First and Last):

Date (MM/DD/YYYY):

PROPOSALS TOGETHER WITH SUPPORTING DOCUMENTS

MUST BE SENT TO:

Tashkent-Alumni@state.gov